

MEETING #16 - March 27

At a Regular Meeting (#2) of the Madison County Board of Supervisors on March 27, 2018, at 6:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Charlotte Hoffman, Member
Amber Foster, Member
Jack Hobbs, County Administrator
Frank Thomas, [REDACTED] Interim County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Jacqueline S. Frye, Deputy Clerk

ABSENT: Kevin McGhee, Member

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members were present - a quorum was noted.

Chairman Jackson called for the following addition(s):

Madison County Literacy Council - Kit Johnson: To be discussed during Item #2 (Public Comment)

Supervisor Weakley moved that today's Agenda be presented as recommended, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

2. Public Comment:

Chairman Jackson opened the floor for public comment.

Kit Johnson, President of the Madison County Literacy Council Board of Directors, was present to provide highlights from accomplishments, goals and objectives provided to the public by the literacy Council. Specifics provided focused on the following:

- ✓ The council is a 33-year old non-profit (one of the oldest literacy councils in Virginia)
- ✓ The council is devoted to improving adult education and job skills training
- ✓ Advised of great process initiated by the past Director (Michael Schwartz)
- ✓ The council has helped about 3,000 Madison adults (with prep to take/pass the GED, improve their education levels and workforce skills)
- ✓ LTC currently has (28) active students enrolled in operational programs
- ✓ Accolades to the BOS for providing support to the council
- ✓ The council provides an invaluable service to the County
- ✓ Diagram provided with a verbal request to possibly move the council to the current visitor's center

Comments from the Board focused on:

- Current assessment of facilities planning will be done by the Board for the next few months
- County's intent to assess better use of existing space

In closing, Ms. Johnston was advised that the literacy council will be kept abreast of the Board's decisions regarding the review of county space. The Literacy Council will be advised of future intentions

With no further public comment being brought forth, the public comment opportunity was closed.

3. Constitutional Officers:

4. County Departments

a. Flood Plain/Flood Way Mapping Update: Betty Grayson, Zoning Administrator, was present to provide input on the flood plain/flood way mapping update. The Board was advised that FEMA is in the process of updating the County's flood plain maps for adoption in 2020, and is currently studying major rivers and tributaries. The proposed flood plain maps should be ready by December 4, 2018. Matt Aylor, E&S Technician, is planning to do an overlay, which will show all County property owners that will be affected by the proposed changes. It was further stated that:

- ✓ A public hearing will be required
- ✓ All affected property owners must be notified by mail (i.e. total costs will be researched) of the proposed changes
- ✓ A public community meeting will be necessary
- ✓ FEMA plans to have a representative on hand at the public meeting
- ✓ Affected property owners will be allowed a 90-day appeal process
- ✓ County website will have a link in place to show flood plain mapping

It was further noted that some homes that weren't previously affected will now be affected based on the proposed changes to be initiated (i.e. Syria, Criglersville); citizens with property that will be affected will be encouraged to review the flood plain mapping criteria that will be posted to the County's website.

The County Administrator stressed the need for this matter to remain open and an item of focus.

Schools: Karen Allen, Madison County School Board, was present and advised that the school system is working on budgetary matters; also noted that Anna Graham has been hired as the new school Superintendent. Emphasis was made on the recent naming of the soccer field after Mr. Allan McLearen as recognition of his many accomplishments and contribution to the County and local school system.

5. Committees or Organizations

Madison County Planning Commission

George (Kim) Beach, of the Madison County Planning Commission, was present and advised that the commission is working on the case for the Wild & Free Farm; the Commission has requested additional information that will be helpful in assessing the request for a special use permit.

6. Finance

a. Claims

\$ 72,419.46 (3'23'18)

\$395,284.19 (3'27'18)

\$467,703.65 Total

Highlights:

- \$229,000.00 (quarterly payment to CVRJ)

- \$35,000.00 (Madison Health Department)
- \$44,000.00 (MCPRA)
- \$13,000.00 (RJDC)
- \$20,000.00 (CSB)
- \$10,000.00 (Madison County Library)
- \$9,400.00 (March/April legal services)
- \$8,700.00 (Contract payment for the website)

Supervisor Hoffman moved that the Board approve March 2018 claims totaling \$467,703.65 as presented, seconded by Supervisor Foster.

Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.

Discussions focused on posting financial documents to the County's website in the future as a part of the Board meeting packet.

The Finance Director noted that when reviewing the financial documents (if placed on the website), having a knowledge of 'debits/credits' will be most helpful.

In closing, it's felt that additional transparency (on the part of the County) will be an advantage for the citizens.

b. Supplemental Appropriation Requests (if any)

1. Insurance Reimbursement - Sheriff (#20) - [FY2018 Proposed Supplemental Appropriation #20_03272018 for \$2,253.03]

The Finance Director advised that this supplemental appropriation is for the Sheriff's Department for an insurance reimbursement for the repair of a damaged vehicle.

Supervisor Weakley moved that the Board approve supplemental appropriation #20 (totaling \$2,253.03) as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

2. Victim Witness - Conference Registration Refund (#21) - FY2018 Proposed Supplemental Appropriation #21_03272018 for \$25.00]

The Finance Director advised that this supplemental appropriation is to the Victim Witness department for a refund received to a conference registration.

Supervisor Weakley moved that the Board approve supplemental appropriation #21 (totaling \$25.00) as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee*

3. School Board - Buses (#22)- [FY2018 Proposed Supplemental Appropriation #22_03272018 for \$174,000.00]

The Finance Director advised that this supplemental appropriation is to the school board's operating fund for the purchase of two (2) buses; the school board's 'carryover' assigned fund balance will be used as the source of the funding. It was also reported that the school will receive a rebate of \$20,000.00 per bus for this purchase.

Supervisor Foster moved that the Board approve supplemental appropriation #22 (totaling \$174,000.00) as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

4. School Board - Sec Grant (#23)- [FY2018_03272018 for \$69,365.00]

The Finance Director advised that this supplemental appropriation will be to the school board's operating fund for a school security grant that has been received. This grant is primarily for the purchase of bus radios and is being requested to be added to their budget.

Discussion:

Chairman Jackson: Questioned if the proposed work has already been completed (i.e. ID scanner, push-button video [buzzer])

Tina Cropp, School Finance Officer, was present and advised that the security measures involved visitor management, two-way radios for the buses, and the base station at the school board office; the school system was required to come up with a funding match; today's funding request is the grant funding.

Supervisor Foster moved that the Board approve supplemental appropriation #23 (totaling \$69,365.00) as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

5. Reallocation of Estimated FY18 Savings to Contingency (#24) - [FY2018 Proposed Supplemental Appropriation #24_03272018 for \$269,962.19]

The Finance Director advised that today's supplemental appropriation reflects anticipated FY18 budget savings in CSA and debt service funds and reallocate these funds to the general fund contingency account. At this point, CSA shows a significant savings. In closing, she recommended a gross reduction in CSA expenditures at this time. A reduction in CSA's budget ultimately reduces the general fund contribution to CSA expenses. It was also noted a refinancing of County debt for the line of credit at a lower fixed rate will show a savings in the County's debt service.

Discussion:

Chairman Jackson: Questioned why the proposed supplemental appropriation doesn't require a public hearing (i.e. 1% budget difference)

The Finance Director explained that the proposed adjustment doesn't reflect an aggregate change in expenditures, but is only a reallocation of line items within the County's budget, and falls outside of the 1% range, and doesn't reflect an actual increase in spending.

Supervisor Hoffman moved that the Board approve supplemental appropriation #24 (totaling \$269,952.19 - reallocation of funds) as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

6. Vehicle Purchase - Animal Control (#25)- [FY2018 Proposed Supplemental Appropriation #25_03272018 for \$29,868.40]

The Finance Director advised that this supplemental appropriation is for Animal Control for the purchase of a used truck (originally included in the FY19 budget request); funding is derived from anticipated FY18 budgetary savings transferred to the contingency account.

Unused contingency is now at \$320,000.00 + \$270,000.00 in adjusted funding = \$500,000+

- ✓ It was also noted that the County has several expenses in FY19 which will include
Funding the reassessment process
- ✓ Funding for the RJDC (in excess of \$100,000.00)

Supervisor Foster moved that the Board approve supplemental appropriation #25 (totaling \$29,868.40) as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

7. Vehicle Purchase - Building Official (#26) - [FY2018 Proposed Supplemental Appropriation #26_03272018 for \$21,900.00]

The Finance Director advised that this supplemental appropriation pertains to the Building Official for the purchase of a vehicle originally included in the FY19 budgetary request. Funding is derived from anticipated FY2018 budgetary savings transferred to the contingency account.

Discussion:

Supervisor Weakley: Questioned if the sport track is being used

The County Administrator advised that the vehicle in question is being used as a 'utility vehicle' (i.e. by Animal Control, facilities) as is an unassigned 'pool vehicle'.

Chairman Jackson: Suggested the County take an inventory of all county vehicles

Supervisor Foster moved that the Board approve supplemental appropriation #26 (totaling \$21,900.00) as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

8. Vehicle Purchase - Sheriff (#27) - [FY2018 Proposed Supplemental Appropriation #27_03272018 for \$191,461.52]

The Finance Director advised that this supplemental appropriation is for the Sheriff's Department for the purchase of (4) new vehicles and (1) used vehicle, originally included in the FY19 budgetary request. Funding is derived from anticipated FY18 budgetary savings transferred to the contingency account.

Discussion:

Supervisor Weakley: Questioned if the proposed purchases will be the Sheriff's department back on the vehicle rotation schedule

Erik Weaver, Sheriff, advised that the proposed purchase will satisfy the vehicle rotation schedule.

Supervisor Weakley moved that the Board approve supplemental appropriation #27 (totaling \$191,461.52) as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

9. Compensation Study - County Administration (#28) - [FY2018 Proposed Supplemental Appropriation #28_03272018 for \$45,000.00]

The Finance Director advised that this supplemental appropriation is for the County Administrator for compensation study services originally requested in the FY19 budget. Funding is derived from anticipated FY18 budgetary savings transferred to the contingency account.

The County Administrator advised that the Board agreed to update personnel practices, job descriptions and compensation plan. In closing, he noted that this is something that the County definitely needs.

Discussion:

Supervisor Weakley: Noted that several localities are posting this type of information on their websites for the public (i.e. job positions, descriptions, etc.) - feels this will provide uniformity

Supervisor Hoffman moved that the Board approve supplemental appropriation #28 (totaling \$45,000.00) as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

10. Electronic Requisition System - Finance (#29) - [FY2018 Proposed Supplemental Appropriation #29_03272018 for \$15,000.00]

The Finance Director advised that this supplemental appropriation is Finance for an electronic requisition system originally requested in the FY19 budget (i.e. software as service). Funding is derived from anticipated FY18 budgetary savings transferred to the contingency account. The system has been recommended by the auditors. The figure being requested is an estimate only.

Supervisor Weakley moved that the Board approve supplemental appropriation #29 (totaling \$15,000.00) as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

7. Minutes:

a. March 13 & 22, 2018 meetings

Chairman Jackson called for corrections, additions or approval of the minutes.

Supervisor Hoffman moved that the Board approve Minutes for March 13th and 22nd, as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

8. Old Business

a. Germanna Community College Board Appointment: Chairman Jackson advised there have been no applicants; however, Mrs. Ann Tidball has expressed an interest in serving once again. In closing, it was suggested that she be reappointed to serve once again.

Supervisor Weakley moved that the Board appoint Ann Tidball to serve as the County's representative on the Germanna Community College Board (term beginning July 1, 2018 through June 30, 2022), seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

b. Criglersville School Repurposing Committee: The County Administrator advised of the proposal to appoint a group to review potential uses of the Criglersville School. The appointment date is soon and there have been no applicants to date. Although there has been no discussion on establishing charter committee, he encouraged the Board to review the documentation and prepare for discussion. The deadline is structured so the Board can make appointments at the April 10th Regular Meeting (#1).

The Board members were encouraged to encourage individuals for recruitment.

c. Financial Policies: The Finance Director provided a brief synopsis (to the public) of the financial policies as recommended for the County by VACo/VML. Specifics focused on:

- ✓ Policy objective & Goals
- ✓ Operating Budget Policies
- ✓ Capital Budget Policies
- ✓ Asset Maintenance, Replacement & Enhancement Policies
- ✓ Debt Policies
- ✓ Fund Balance Policies
- ✓ Summary of Key Financial Policy Ratios

Although the County has a healthy fund balance, the greatest portion is noted as 'unassigned fund balance (i.e. \$12,900,000.00). The proposed policies will provide guidelines as to what should be maintained and spent on County capital items. It was suggested that an 18% threshold be in place based on the school and general fund budget, and that a CSA stabilization fund also be established.

Comments from the Board focused on:

- Prioritization of capital assessment
- The need (for the County) to move forward and approve a financial policy
- The need to develop some structure on how to utilize County funds more effectively to invest in facilities and vehicle purchases

The Finance Director also noted that the County has a steady revenue stream. It is also being suggested that the County establish an operating budget and a capital budget.

Supervisor Foster moved that the Board approve the financial policies as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee*

d. Employee Classification & Compensation Plan: The County Administrator advised that this item is in the budget packet. The Board was asked to consider approval of the revised edition as presented. In closing, he noted that:

The plan will be updated by use of the proposed personnel study that has been requested

There is no timetable required

There will be no monetary adjustments involved

Today's proposal focuses on the framework for job titles, location, and pay grade

Supervisor Hoffman moved that the Board approve the Madison County Employee Classification & Compensation Plan as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Nay: (0). Absent: McGhee.*

9. New Business

10. Public Comment

Chairman Jackson opened the floor for public comment. With no comments being brought forth, the public comment opportunity was closed.

11. Closed Session (if necessary)

12. Information/Correspondence

CSB

Chairman Jackson: Advised that he and Supervisor Foster met with the CSB Board representative; a presentation to focus on a course of action will be made to the Board within two (2) weeks to reflect on issues the County has been experiencing. It's anticipated that some solutions will be made at that time.

Huelben, Germany

The County Administrator advised that the visitors from Huelben, Germany will be in the County in November 2018 instead of May 2018.

The Finance Director reminded the Board that the supplemental appropriation will also need to be done prior to their arrival date.

It was also explained for the public that the Board of Supervisors will not be visiting Germany.

Emergency Services Coordinator Vacancy

The County Administrator advised that he and Supervisor Hoffman met to review the applicants for the Emergency Services Coordinator position (11 applications received). The group would like to screen and hold a meet/greet session with five (5) applicants on Thursday, April 5th. It's anticipated that the Board will have three (3) nominees for the position.

CIP

The County Administrator advised that a school CIP meeting has been scheduled for next Thursday (to include Supervisor Foster and Chairman Jackson).

13. Tour of the Old ABC Building at 538 S. Main Street (tentative): Erik Weaver, Sheriff, was present to provide the Board (excluding Supervisor Hoffman) with a tour of the Old ABC Building.

14. Adjourn or continue

Supervisor Hoffman moved that the meeting be adjourned to the Old ABC Building (538 S. Main Street, Madison, VA), seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

After the Board's tour of the Old ABC Building was complete, the meeting was adjourned by consensus.

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: April 10, 2018

Copies: Board of Supervisors, County Attorney & Constitutional Officers

Agenda
Regular Meeting (#2)
Madison County Board of Supervisors
Tuesday, March 27, 2018 at 6:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt agenda

2. Public Comment

3. Constitutional Officers

4. County Departments

a. Flood Plain/Flood Way Mapping UpdateZoning Administrator Grayson

5. Committees or Organizations

6. FinanceFinance Director Costello

a. March 2018 Claims

b. Supplemental Appropriation Requests (if any)

1. Insurance Reimbursement - Sheriff (#20)

2. Victim Witness - Conference Registration Refund (#21)

3. School Board - Buses (#22)

4. School Board - Sec Grant (#23)

5. Reallocation of Estimated FY18 Savings to Contingency (#24)

6. Vehicle Purchase - Animal Control (#25)

7. Vehicle Purchase - Building Official (#26)

8. Vehicle Purchase - Sheriff (#27)

9. Compensation Study - County Administration (#28)

10. Electronic Requisition System - Finance (#29)

7. Minutes

a. March 13 & 22, 2018 meetings New Business:

8. Old Business

a. Germanna Community College Board Appointment.....County Administrator Hobbs

b. Criglersville School Repurposing CommitteeCounty Administrator Hobbs

c. Financial PoliciesFinance Director Costello

d. Employee Classification & compensation PlanCounty Administrator Hobbs

9. New Business

10. Public Comment

11. Closed Session (if necessary)

12. Information/Correspondence (if any)

13. Tour of the Old ABC Building at 538 S. Main Street (*Tentative*)

14. Adjourn or Continue